



OFFICE OF HOMELAND SECURITY

GRANT MANAGEMENT MEMORANDUM

2007-004

Date: June 29, 2007

To: All Governors' Office of Homeland Security (OHS) Subgrantees

From: Grants Management

RE: FY2007 Homeland Security Grant Program (HSGP) Application – Entry into the ODP Secure Portal

The Governor's Office of Homeland Security (OHS) is requiring all Operational Areas (OA), Urban Areas (UA), and State Agency (SA) subgrantees to submit their FY2007 Homeland Security Grant Program (HSGP) applications on the ODP Secure Portal in conjunction with the hard copy mailed to the Grant Administration Unit (GAU). The following are steps to follow to assist you with uploading your document into the portal:

1. Access the ODP Secure Portal at <https://odp.esportals.com>
2. Access "Library" (upper left under "What's New")
3. Access "FY07 HSGP Application" (towards bottom of screen)
4. Access "Upload Document" (far right)
5. For "Title of Document" enter "FY07 HSGP Application"
6. For "Description" enter "OA – Name" or "SA – Name" or "UA – Name" (for example, "OA – Alpine County, SA – Office of Homeland Security, UA – Bay Area")
7. For "File" click the "Browse" tab to insert your FY 2007 Financial Management Forms Workbook (double-click on the file)
8. For "Use Revision Control System" click "No."
9. Click "Upload" to add your document to the ODP Secure Portal.

In addition, hard copies of your application should be mailed to the following:

Governor's Office of Homeland Security
State Capitol
Sacramento, CA 95814
Attn: Grant Administration Unit

We look forward to the successful receipt of your FY2007 Homeland Security Grant Program (HSGP) by the August 9, 2007 due date. Please contact your Program Representative or the Grant Administration Unit at 916-324-8908 should you need any assistance.

Sincerely,

A handwritten signature in blue ink, appearing to be "L. Davis", with a small horizontal dash at the end.

Larry M. Davis
Deputy Director
Grants Management